



Memorandum

DATE: February 16, 2012

TO: Menasha Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Update on Status of Wayfinding Signage Project

Last summer, the City received a grant award from The Fox Cities Convention and Visitors Bureau (FCCVB), through its Capital Development Committee, in the amount of \$12,350 to assist in the purchase and installation of wayfinding signage in the City of Menasha. This grant amounts to a 50% share of the anticipated project cost. The City's share is covered through force account labor and other secured funds.

The grant agreement stipulates sign installation shall be in full accordance with the requirements and shall be completed by December 31, 2012. It is our intent to purchase the signs from an approved sign manufacturing company, purchase the necessary posts and hardware, and install the signs using Public Works Department employees.

The initial step will involve the submittal of a Request for Proposals to the sign manufacturing companies, which is anticipated to occur by March 1, 2012. The submitted proposals will be reviewed by staff and a selection of the lowest priced qualifying proposal is expected to be made by March 31, 2012. FCCVB will then review the sign submittals for conformance to standards, and final acceptance of the Proposal will be made by the City upon confirmation of compliance from FCCVB.

I anticipate DPW crews could start sign installation during the month of May or June with completion by the end of September, or earlier, depending on work load for the Traffic Technician. I will be available at Monday's meeting to answer any questions from the Board.

BPW memo re wayfinding signage update_2-16-12